

2019 LICENSE RENEWAL INFORMATION FOR ATHLETIC TRAINERS

For questions, call 410-764-4705 or 1-800-492-6836 ext. 4705, Monday through Friday from 8:00 am to 4:30 pm.

License renewal for athletic trainers will begin on August 5, 2019. In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$135.00** to the Board by September 30, 2019.

The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website, starting **August 5, 2019 through September 30, 2019.** The online system will not be available after September 30, 2019.

New Information For Payment of License Renewal Fee

The Board has *discontinued* accepting checks, money orders and the American Express credit card for payment of license renewal fees. **The \$135.00 license renewal fee is payable online by Visa or MasterCard credit cards.** The Board cannot accept payment by phone. Check or money order payments mailed to the Board will be returned to sender. This will delay the processing of your renewed license.

Failure to renew by September 30, 2019, 11:59 p.m. (EST) will result in the termination of your license to practice in Maryland and your evaluation and treatment protocol (ETP) will become invalid. Athletic trainers who fail to renew by the expiration date must apply for reinstatement of their license and submit a new ETP. If you do not plan to renew your license, no action is required from you. Your license will automatically expire after September 30, 2019 if not renewed.

To login and complete the renewal application, you will need:

- Your Maryland license number;
- Last 4 digits of your social security number; and
- A Visa or MasterCard credit card.

You cannot access the online application if:

- Your license is expired. If your license is expired, you must reinstate your license. Proceed back to main page and click on Download Forms to obtain a reinstatement application.
- You have an unresolved tax liability issue with the Comptroller's Office of Maryland. If you have an unresolved tax liability, please contact the Maryland Comptroller's Office at 410-974-2432 or 1-888-674-0016. The Board cannot assist you with unresolved tax obligations.

Name Change:

- You cannot submit a name change in the online application. If you wish to change the name on your license, you must file an Allied Health name change application *separately* and follow the instructions. Proceed back to the main page and click on Download Forms to obtain a name change application.

License Printing:

- After submission of the application and payment, you can immediately print your new license. If a printer is not available, you can return later to print the license as well as a copy of the application and receipt. This function will be available until July 1, 2021. The Board's website will reflect your new expiration date 1 to 2 business days after the Board processes your application.

Continuing Education (C.E.) and Audit:

To satisfy the continuing education requirement athletic trainers must attest that they have:

- Earned at least 50 hours of approved continuing education credits during the 2-year period preceding the expiration date of the license; **OR**
- Maintain current certification by the certifying board.

Click the following link to view CE regulations: <http://www.dsd.state.md.us/comar/comarhtml/10/10.32.08.07.htm>

The continuing education requirement applies to all renewal applications after the first renewal.

*Note: You may be randomly selected to be audited by the Board. If you receive a pop-up notice while you are renewing your license, you will be required to send your continuing education documentation to the Board by October 15, 2019. Mail **or** fax your continuing education information to:*

*Maryland Board of Physicians
P.O. Box 2571, Baltimore, MD 21215
Attn: Continuing Education Audit
Fax #: 410-358-1298*

For additional information about continuing education or any other information concerning athletic trainer licensing, proceed back to our main page, select your practitioner link and click on Laws and Regulations or Frequently Asked Questions.